

Texas Historical Commission

Job Vacancy Notice

Position Title: Museum Store Assistant Manager
Classification Title: Inventory and Store Specialist II
Job Posting Number: 18-1600-39
Salary: \$2,500.00 - \$2,900.00/Monthly
Salary Group/Class#: A12/1913
FLSA: Non-Exempt
Opening Date: 01/26/2018
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: San Felipe de Austin State Historic Site, 220 2nd Street, San Felipe, TX

JOB OBJECTIVE: Under the direction of the Site Manager, this position is responsible for assisting with the operations of the museum store and related admissions and retail for the San Felipe de Austin State Historic Site. Perform moderately complex (journey-level) inventory and/or retail sales work. Work involves stocking, arranging, and transferring inventory; displaying and selling merchandise; and monitoring store or warehouse operations for compliance with established security requirements and procedures. May train others. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Oversee daily operations of museum store with focus on: quality, consistency, customer service and satisfaction, image and branding, marketing and promotions, competitive analyses and market place trends.
2. Conduct formal and/or informal surveys to determine customer needs and satisfaction and recommends types of merchandise required to meet the needs of the consumers.
3. Fill orders by packaging, mailing, or delivering items.
4. Assist with the development of retail product lines and with cultivating vendors.
5. Record sales and collects cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.
6. Reconcile the daily receipts including cash, check and credit card receipts according to fiscal control procedures.
7. Reconcile the end of day business receipts and compiles operational reports.
8. Track museum store budgets for operations and expenditures.
9. Maintain accounting records of purchases, monitors inventory and stock control records following loss prevention and agency guidelines.
10. Assist with any leased concessionaire offerings (food, special event, etc.) and ensure that vendors comply with agreements to provide such services.
11. May prepare food in a retail store environment, adhering to state food-handling and sanitation standards.
12. Aid customers in finding products and making selections.
13. Oversee/complete financial calculations and required reporting according to established procedures and timelines.
14. Reconcile budgeted expenditures and actual purchased merchandise in an inventory database.
15. Maintain, price, identify and merchandise perpetual inventory,
16. Prepare estimates of supply and merchandise needs and prepares requests for replenishing supplies and merchandise.
17. Place orders with vendors, load and unload stock and merchandise.
18. Conduct inventory of stock or merchandise and reviews inventory control records and reports.

19. Dispose of surplus property or spoiled products and arranges and rotates merchandise.
20. May train others.
21. Follow all state and local rules and regulations applicable to retail store operation.
22. Adhere to established work schedule with regular attendance.
23. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

24. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from a senior high school or the equivalent;
- Minimum two years work experience in property accounting, retail sales/management and inventory management work;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Experience supervising the workflow of employees and/or volunteers in one or more commercial outlets;
- Experience working with the public.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of retail sales practices and procedures, including ordering, receiving, inventory control, merchandise display and record keeping;
- Knowledge of warehousing methods and procedures, of inventory and stock control record keeping, of customer service, and of standard business practices;
- Knowledge of accounting/accountability of revenue collection;
- Knowledge of maintenance techniques and procedures needed to maintain the store building and equipment;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to transfer stock from one location to another, to review warehouse and store operations for compliance, to follow prescribed store and inventory control standards;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to accurately handle cash and account for revenue collected;
- Ability to prepare and maintain detailed records, files and reports;
- Ability to handle emergencies, complaints, stressful situations and large groups of people;
- Ability to conduct promotional and marketing activities for the park and the store;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and complete a Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays or holidays. This

position may involve walking; standing; pulling and pushing; kneeling, stooping and bending; safely lifting and carrying items weighing up to 30 pounds and climb two steep flights of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**